

**FOR IMMEDIATE POSTING TO BULLETIN BOARD
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD
Office of The Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008**

HRO

12 November 2003

TECHNICIAN VACANCY ANNOUNCEMENT

TVA NO. 04-012 NATIONWIDE

CLOSING DATE: 18 December 2003

MERIT PLACEMENT AND PROMOTION OPPORTUNITY

<u>POSITION TITLE/LOCATION</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
Materials Handler	WG-6907-06	27,464.92 PA
F8674000 (AIR)		32,056.32 PA
125 th FW, Jacksonville, FL		

APPOINTMENT FACTORS

<u>TYPE OF APPOINTMENT</u>			<u>MEMBERSHIP RESTRICTIONS</u>	
Excepted	<input checked="" type="checkbox"/>	Male/Female	<input checked="" type="checkbox"/>	Officer
Competitive	<input type="checkbox"/>	Male	<input type="checkbox"/>	Enlisted

AREA OF CONSIDERATION: This position is in the Excepted Federal Civil Service "under the authority of 32 U.S.C. 709", and is open to Category I: All permanent/indefinite military technicians in the Florida National Guard; and, Category II: All current members and individuals who qualify for membership in the Florida National Guard. First consideration will be given to Category I.

HOW TO APPLY: Persons meeting the Requirements/Qualifications for this position will submit applications to the Human Resources Office, Department of Military Affairs, PO Box 1008, St. Augustine, FL 32085-1008. Those applications sent via Express Mail, should use 82 Marine St, zip code 32084, in place of PO Box 1008. Applications are to arrive in HRO no later than the close of business on the closing date indicated above. Applications received after the closing date will not be considered.

APPLICATIONS MUST CONSIST OF: (1) A complete FNG Fm 675 or required information as noted: SEE NOTE #4; (2) SF 171 (Application for Federal Employment), or OF 612 (Optional Application for Federal Employment) with OF 306 (Declaration of Federal Employment) or a resume with OF 306. The applicant's Social Security Number and TVA number must be included on the front page of the application.

Submission of the SF181 (Race and National Origin Identification) is encouraged but not a requirement. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Please follow all instructions on the preprinted applications. The OF 510 (Applying for a Federal Job) gives information required in all application packets in addition to the requirements listed in this TVA. Applications will be retained in TVA files for two years.

APPLICATION EVALUATION: Qualifications will be evaluated **SOLELY** on information supplied on the applications. Experience will be evaluated based on relevance to the position for which application is made. Include job titles, starting and ending dates (day, month, year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and if we may contact him/her.

EQUAL EMPLOYMENT OPPORTUNITY: The Florida National Guard prohibits employment discrimination because of race, color, religion, sex, national origin, age or disability, IAW 29 CFR Part 1614. The FLNG complies with the Drug Free Workplace Act.

INTRODUCTION: This position is located in the Retail Sales Section of the Distribution Flight in the Base Supply function at an ANG Wing/Group Flying Activity. Its purpose is to provide for the direct sales of

individual equipment, and clothing, etc. Provide work direction and technical guidance to one or two subordinate employees as required.

DUTIES AND RESPONSIBILITIES: Operates and manages the Retail Sales Section that provides the services of the Individual Equipment Unit (IEU). Ensures items are verified against receiving documents as to stock number, quantity, size, etc. Establishes stock locations to facilitate maximum convenience in locating and handling of customer requested items. Determines storage space layout to provide for the effective management of available warehouse storage areas. Operates a central issue and turn-in point for individual clothing and equipment including special items authorized by table of allowance authorization, AFSC, or duty assignments; common use items; field equipment; etc. Receives customer requests by phone, written documentation, or personal visit, and acts expeditiously to promote effective customer support. Assists the inventory personnel in determining the cause of and in resolving inventory variances in the Retail Sales Section. Establishes level of all items to be stored by the section including initial stock levels and special levels based on prior demand, known requirements, forecasted needs, and storage space. Receives individual clothing and equipment turned in for like items. Maintains required files and records of equipment, general supplies, and clothing accountability, including individual clothing records and unit custody receipts.

QUALIFICATIONS REQUIRED:

1. General Experience: Experience, educating, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other handtools; and to follow oral and written instructions.

2. Specialized Experience: Must have 18 months experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turnover, etc; experience in receiving, packaging and preparation for shipment, compilation of reports, and overall warehousing procedures; experience in performing inventory and inspections to determine serviceability of stocked items.

3. KSAs: The following Knowledge, Skills and Abilities (KSA's) are considered essential for successful performance in this position.

- a. Skill in receiving, packaging and preparing materiel shipments.
- b. Skill in setting up and rotating storage locations.
- c. Skill in determining shortage and overage in inventory; inspecting items to determine fair, wear and tear.
- d. Ability to read and interpret technical publications, manuals, and regulations.

*Knowledge, skills, and abilities will be used to make quality distinctions between basically qualified applicants.

*Applicants must complete their application in detail as to clearly demonstrate their work experience as it relates to the advertised position.

*Applicants who fail to meet the minimum specialized qualifications required for the position will be rated ineligible.

*Applicants must submit educational transcripts to ensure that full credit for educational course work is received, when substitution of education for experience is permitted by NGB qualifications.

COMPATIBILITY REQUIREMENTS: Incumbent will be required to be assigned to and qualify in a compatible military position. The selected individual may be required to attend formal technical school training in a military status. Compatible assignments include: AFSC: 2S0XX.

SELECTIVE SERVICE REGISTER: Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.

NOTE #1: Federal law prohibits the use of Government envelopes, postage or facsimile for submission of vacancy applications.

NOTE #2: Permanent Change of Station (PCS) expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after determination is made that payment is in the best interest of the Florida National Guard.

NOTE #3: As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

NOTE #4: Submission of the FNG Form 675 (Florida National Guard Military Experience Supplement Form) is no longer required. HOWEVER, in its place, applicants must indicate their **CURRENT UNIT OF MILITARY ASSIGNMENT** (i.e. 125th FW; not Florida Air National Guard) **AND MILITARY GRADE** on their application in the **SECTION CONTAINING THE APPLICANT'S MOST RECENT WORK EXPERIENCE**. This notation, by itself, will not be used in determining an applicants qualifications. Qualifying credit for M-Day experience is granted only if M-Day experience is listed in detail, in narrative form on the application.